

# CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR COMPLETION	FILE LOCATION (Office No.)	RETENTION PERIOD	ARCHIVE LOCATION	ARCHIVE PERIOD
Delivery KDP-P-1173-BASIC	CLCS Master Project Schedule (5 Year)	Project Controls Office (PCO)	EM/Razor Hard Copy/CM Repository	End of Project	EDC	N/A
	Delivery Document-Initial	Strategic Engineering Team (SET)	EM/Razor HC/CM Repository	Delivery Completion	N/A	N/A
	Delivery Document-Baseline	SET	EM/Razor HC/CM Repository	Delivery Completion	N/A	N/A
	DP-1 Thread Lead Checklist	Thread Lead	EM/Personal Computer	Delivery Completion	N/A	N/A
	Issue Resolution	ERP	EM/Email/Razor	End Of Project	N/A	N/A
	CLCS Delivery Schedule	SET/PCO	PCC Rm 3084 North Wall	End of Project	N/A	N/A
	Integrated Delivery Schedule-Overview	Delivery Manager	EM/CLCS Web Page HC/CX-C/ Rm 1123A	Delivery Completion	N/A	N/A
	Integrated Delivery Schedule-Baseline & Actuals	Delivery Manager	EM/CLCS1/CLCS Schedule/Integrated Schedule.mpp HC/CX- C/Rm 1123A	Delivery Completion	N/A	N/A
	Design Panel Minutes	Design Panel Secretary	EM/PC/CLCS Web Page/Product Development Info HC/PCC Rm 2052K	Delivery Completion	N/A	N/A
	Delivery Manager Report (Summary Status)	Delivery Manager	EM/CLCS Web page/Project Functions/DM HC/CX-C/Rm 1123A	Delivery Completion	N/A	N/A
	Thread/Pathfinder Assessment Document(s) {contains Statement of Work (SOW), System Level Specification (SLS) Requirements, CSCI/HWCI Labor Assessments, Specifications & Diagrams for each Thread/Pathfinder}	SET, Thread/Pathfinders Leads	EM/Razor/CLCS Web Page/Personal Computer	End of Project	N/A	N/A

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	Software Architecture Drawings	System Design Team	EM/Razor HC/System Design Repository	End of Project	N/A	N/A
	Delivery Kick-Off Presentation	SE&I Chief	EM/Personal Computer/CX-C/Rm 1143 HC/CX-C/Rm 1143	Delivery Completion	N/A	N/A
	Hardware Architecture Drawings	System Design Team	EM/Razor HC/System Design Repository	End of Project	N/A	N/A
	HWCI/CSCI Schedules	CSCI/HWCI Leads	EM/CLCS1 Server	Delivery Completion	N/A	N/A
	Requirements Design Panel Document(s) {Functional - Performance Requirements, Dependencies Diagrams, Preliminary Design Specifications}	CSCI/HWCI Leads	EM/Razor	End of Project	N/A	N/A
	Detailed Design Panel Document(s) {Functional - Performance Requirements, Dependencies Diagrams, Design Specifications, External Interfaces, Test Plan}	CSCI/HWCI Leads	EM/Razor	End of Project	N/A	N/A
	Interface Description Document (IDD)	CSCI/HWCI Leads	EM/CLCS1 Server, Razor	End of Project	N/A	N/A
	CSCI Integrated Test (CIT) Procedures	CSCI/HWCI Leads	EM/Razor	End of Project	N/A	N/A
	Delivery Acceptance Review (DAR)	System Integration and Test	EM/Razor	End of Project	N/A	N/A
	Delivery Status	Delivery Management Support	EM/E-Mail	Delivery Completion	N/A	N/A
	Delivery-Working Baseline	System Engineering Team Lead	EM/PC in CX-C, Rm 1154	Delivery Completion	N/A	N/A
	System Design Team Status	System Design Team	EM/Electronic Mail	End of Project	N/A	N/A
	Delivery List	System Engineering Team Lead	EM/PC in CX-C, Rm 1154, and E-Mail	Delivery Completion	N/A	N/A

# KENNEDY SPACE CENTER BUSINESS MANAGEMENT SYSTEM